

CITY OF THE COLONY Status: Non-Exempt Supervised By: City Secretary	Deputy City Secretary	DEPARTMENT City Secretary Revised: April 20, 2015
JOB SUMMARY		
Provide assistance to the City Secretary in all aspects of that position. Act in the capacity of the City Secretary in his/her absence. Provide courteous, accurate and timely service to the council, employees and the public in response to requests for information. Ensure an accurate history by maintaining vital and archival records of the transactions of the City.		
ESSENTIAL DUTIES AND RESPONSIBILITIES		
<ol style="list-style-type: none"> 1. Assist in conducting municipal elections. 2. Prepare and distribute the city council agenda packet using electronic agenda management software. 3. Post agendas for council, boards and other governmental bodies. 4. Attend evening city council meetings or meetings held at other times and take the minutes of such meetings. 5. Follow-up on action taken at city council meetings. 6. Assist with preparation of the annual departmental budget and monitor status of budget. 7. Process purchase authorizations. 8. Administer the billing and collection of local alcohol fees. 9. Distribute mail to the department and to the city council. 10. Prepare correspondence for the department and for the city council when requested. 11. Coordinate travel plans for city council and others in the department. 12. Notarize official documents. 13. Prepare legal notices and other documents for publication. 14. Certify documents and administer oaths of office in official capacity of the city secretary's office. 15. Serve as alternate EOC representative. 16. Monitor the collection, filing, retention, destruction and retrieval of city records, including off-site storage. 17. Maintain in-depth knowledge of the Records Management Program. 18. Research city records and respond to requests for public information for city departments and the public. 19. Provide oversight for the security, filing and disposal of confidential applicant and employee files. 20. Process liens filed against private property for work performed by the city. 21. Assist city secretary with board related matters, and plan and execute an annual board appreciation banquet. 22. Assist city secretary with building security measures utilizing electronic software, card keys, and door keys. 23. Must be able to lift and move boxes up to 30 pounds. 24. Must be able to reach and file in 7' vertical shelves. 25. Must be able to sit for long periods of time. 26. Must be able to bend or stoop to reach the bottom of open shelving system in vault and Central Records. 27. May be required to assist with the coordination of various functions for the city council. 28. May be required to travel. 29. Must be able to communicate effectively in person, by telephone, in writing and by e-mail. 30. May be required to perform other department duties as assigned. 31. In the absence of the city secretary, oversee other city secretary office staff in day to day operations. 		
KNOWLEDGE, SKILLS, AND ABILITIES		
Proficient in Microsoft Office software programs, calculator, telephone, copy machine, facsimile machine, recording equipment. Knowledge of records management procedures and retention requirements. Knowledge of local government operations. Must have the ability to work independently in the absence of specific instruction or supervision; possess organizational and time management skills; ability to prioritize and work with accuracy and detail. Must exhibit tact and discretion and ability to maintain confidentiality. Must have the ability to exhibit initiative and leadership and the willingness to learn new concepts and methods.		
EDUCATION, EXPERIENCE AND CERTIFICATION		
High school diploma or GED and 3-5 years comparable municipal experience required. A valid Texas Drivers License with an acceptable driving record required. Associates degree and certification as a Texas Registered Municipal Clerk or enrollment in the Texas Municipal Clerk's Certification Program preferred. (Enrollment in the course will be required within 6 months). Knowledge of the Texas Public Information Act and the Texas Open Meetings Act preferred. Records management experience preferred.		
CERTIFICATION		
Employee Signature:	Date Signed:	
Immediate Supervisor and/or Department Head:	Date Signed:	